

Corrections Management (Policies, Procedures and Superintendent's Instructions) Policy 2011

Notifiable instrument NI2011-299

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Policies, Procedures and Superintendent's Instructions) Policy 2011*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

POLICIES, PROCEDURES AND SUPERINTENDENT'S
INSTRUCTIONS POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

4 Revocation

This instrument revokes notifiable instrument NI2009-141.

Bernadette Mitcherson
Executive Director
ACT Corrective Services
9 June 2011



ACT Corrective Services
All Facilities and Operations



**POLICIES, PROCEDURES &
SUPERINTENDENT’S INSTRUCTIONS
POLICY**

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Purpose

To outline the principles and processes which underpin the operation of ACT Corrective Services (ACTCS) correctional facilities.

Authority

Legislation

Corrections Management Act 2007, section 14.

Crimes (Sentence Administration) Act 2005.

Public Sector Management Act 1994.

Policy

Principles

Corrections officers have a responsibility to comply with the provisions set out in the *Corrections Management Act 2007* (the Act) (as they relate to corrections officers) and the *Public Sector Management Act 1994* (as it applies to all ACT Government employees).

Proper adherence by staff to policies, procedures and other official instructions is critical to the effective and legitimate operation of ACTCS and its facilities.

Failure to comply with the Acts, policies, procedures and any Superintendent’s Instructions relating to ACTCS correctional centres may be dealt with by internal disciplinary action or criminal prosecution.

Hierarchy of authority

The *Corrections Management Act 2007* is the primary source of authority for corrections officers and the provisions included in the Act must be adhered to at all times.

Policies and procedures are to be read in addition to the Act and provide specific information regarding the day-to-day operation of the correctional centres.

Superintendent's Instructions are to be read in addition to the Act and the policies and procedures.

Policies and Procedures

The Act allows for the Chief Executive (or delegate) to make policies and procedures relating to the operation of a correctional centre.

Policies and procedures may be amended as required. Any amendment must be authorised by the Executive Director. When amended, the updated version will be placed on the ACTCS Intranet.

Corrections officers will be informed of any amendments and the date from which the amendment takes effect. The Governance unit will forward a copy of the table of amendments to the Superintendent. This will be included in the shift handover, briefing notes and email to all corrections officers.

If the amendment relates to a notified policy or procedure, the updated version will be notified by means of gazettal on the ACT legislation register.

Superintendent's Instructions

The Superintendent may issue directions relating to the day-to-day operation of a correctional centre (Superintendent's Instructions).

Superintendent's Instructions may be of a temporary or interim nature. The Superintendent is to review all instructions at least annually.

All corrections officers will be informed of the introduction of a Superintendent's Instruction and in the case of a Temporary Instruction, when that instruction will be deemed null and void. This will be included in the shift handover, briefing notes, and an email to all corrections officers.

In addition to advising corrections officers of a Superintendent's Instruction, the Governance Unit must be notified via email on actcs.governance@act.gov.au. On being notified of a Superintendent's Instruction, the Governance Unit will:

- identify if it will be necessary to make any amendments to the relevant policies and procedures; and
- upload the Superintendent's Instruction on to the Intranet.

Temporary Superintendent's Instructions

These relate to an event that has a specific start and end date, such as a change to the visiting hours for the purpose of a staff meeting or public holiday.

The Instruction must clearly state the date and time that the Instruction takes effect and the date and time that it lapses.

Staff Awareness

All corrections officers are to be conversant in the content of all policies, procedures and Superintendent's Instructions.

Forms/templates

Nil

Related Policies and Procedures

Nil